

The Pipeline

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Tips for Safe Eating on July 4th

By Gil Lawson, CHS Communications

Most everyone knows to be careful with fireworks during the July 4th weekend. But the Kentucky Cabinet for Health Services wants to provide some tips on another important holiday tradition: eating food.

During the summer months and especially during the July 4th weekend, a great number of people will be cooking out and handling foods for meals.

The cabinet's Food Safety Branch wants to remind Kentucky cooks of some general food safety tips in hopes of ensuring safe, healthy meals.

"Be sure to keep your hands clean, don't cross-contaminate hands or surfaces, cook foods thoroughly, keep food contact surfaces clean," said Guy Delius of the Food Safety Branch in the Department for Public Health. "Wash all produce thoroughly, don't let foods stay at room temperature and refrigerate foods promptly after the meal."

Here are some specifics:

WASH HANDS:

Be sure to keep your hands clean, don't cross-contaminate. Wash **before** eating, **before** preparing food, **after** using the restroom, **between** handling of raw and ready to eat products, **after** handling pets, and **anytime** your hands are soiled. Wash with hot soapy water and dry hands with paper towels.

CLEAN AND SANITIZE SURFACES OFTEN:

Sanitize by using a solution of regular household bleach and warm water. Mix approximately 1 tbsp. of bleach per 2 gallons of water. Sanitize by immersing, spraying or swabbing the washed and rinsed surface.

SEPARATE -- DON'T CROSS-CONTAMINATE:

Separate raw food from ready-to-eat foods. Use different cutting boards or wash, rinse and sanitize your board after contact with raw meat, poultry or seafood. **Never** use the same plate to transport the cooked hamburgers that was used for the raw patties.

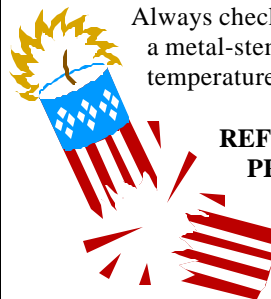


HANDLE SLICED MELON CAREFULLY:

Handle all cut melons, including cantaloupe and watermelon, carefully. Wash hands well before cutting melons. Thoroughly clean the outer surface of the melon to remove surface dirt prior to cutting. Keep work surfaces and utensils used for cutting melon clean and sanitized. Avoid handling the cut melon with bare hands, using gloves, deli tissue or appropriate utensils whenever possible. Refrigerate sliced melon promptly at 41°F. or below. Whole, uncut melon does not require refrigeration. **Remember;** wash all raw fruits and vegetables thoroughly prior to eating.

COOK FOOD TO THE PROPER TEMPERATURE:

Ground Beef	155° F. for 15 seconds
Poultry & Stuffed Meats	165° F. for 15 seconds
Pork Products	150° F. for 15 seconds
Other Foods	140° F. for 15 seconds
Reheating Leftovers	165° F. for 15 seconds



Always check the internal temperature of foods using a metal-stemmed thermometer to ensure the proper temperature has been reached.

REFRIGERATE LEFTOVERS PROMPTLY:

Refrigerate leftovers within 2 hours to 41°F. or below.

Reminder: State offices will be closed on Tuesday, July 4! Have a safe and happy holiday!

Be Part of the Solution!

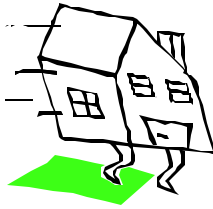


Would you like to work on personnel issues of concern to CFC employees? One of the workgroups that grew out of the Let's Talk sessions held in May is doing just that, and needs more volunteers to be part of the solution. For more information, or to volunteer, contact Bonnie Skufca at 564-8050 ext. 4015, or e-mail her at Bonnie.Skufca@mail.state.ky.us.

A Place for My Stuff

By Lisa Aug, CFC Communications

Ever notice how when you move into a bigger place, your stuff expands to fill the available space? Eventually, it gets so bad that moving becomes an exercise in possessions triage: do I really need this stuff enough to spend the effort to pack it up?



For most of us involved in the Great CFC-CHS Floor Swap, the answer should be no. And moving is our big chance to get rid of all the nice-to-have-but-not-really-necessary equipment and furniture that clutters the CHR Building.

A critical component of the move is changing most offices from free-standing furniture to the more efficient modular cubicles with self-contained desks, shelves, cabinets and drawers. Unless you are moving to (or staying in) an enclosed office or office on a window wall, the only furniture you will need to move is your chair.

If you don't yet know where you fit in this picture, relax. Before you move, someone from Leasing and Design will meet with the staff in your work group to explain when, where and how you will be moving, and what you can do to make the change easier on yourself, your co-workers and the cabinet.

The key to this move's success is *surplus*: identifying it, creating it and eliminating it. Here's how:

- *Identify existing surplus*, like the broken electric typewriter you keep in a corner because you still really don't trust the network. Y2K is over; we won.
- *Create surplus* by culling and consolidating. The files jamming four drawers will probably fit into two if you toss the duplicates and the obsolete, archive the old and minimize the rest.
- *Eliminate* everything you can survive without. Pretend you had to carry your office essentials on your back every day – what do you really have to have?

Remember, everything you label surplus gets removed from the building, and is one less thing you have to drag to your new office.

Think Surplus.

Pipeline, a weekly newsletter for employees of the Cabinet for Families and Children, welcomes reader comments and contributions. Items for Pipeline are due by 4:30 p.m. Tuesday Call (502) 564-6180 or send information to Patricia Boler at Patricia.Boler@mail.state.ky.us

OTS Selects Branch Managers

Submitted by Mary Gaetz, OTS



Office of Technology Services, Division of System Support has selected the following outstanding staff as Branch Managers effective June 16, 2000. Please help to welcome them to their new positions.

Bob Brown-Business Automation Branch 385 Versailles Road

Business analysis and assessment for all CFC systems. First contact for all requests for new development or changes to existing systems.

Jan Conry-System Integrity Branch 385 Versailles Road

Testing and Quality Assurance on all CFC systems. Prepares Division contingency plan, maintains disaster recovery plan. Responsible for documentation management.

Susan Wood-User Assistance Branch 385 Versailles Road

Help Desk and Security. Supports field staff using all CFC systems, provides notification of incidents, proactively prevents problems, addresses user security needs.

Mary Macon-Application Development Branch 151 Elkhorn Court

Project Management and Info Center. Primary contact for the Division with GOT for all programming needs. Responsible for all MARS reporting requests. Coordinates report needs across all four branches. Primary contact for all CFC Web development.

Each branch is expected to be in its final location by July 30, 2000. A comprehensive address/phone list will be published after the moves are completed.

Questions About Deferred Compensation...



KY Deferred Compensation representative Jolene VanHorne will be in the lobby of the CHR Building on the first Thursday of every month to meet with participants and potential participants. The next scheduled date is July 6. She will sign up new participants and help current participants who wish to make changes to their accounts. She will be stationed in the lobby, near the windows, from 10 a.m. until 12 noon and from 2 p.m. until 3 p.m. If you have questions, call Jolene at (502) 573-7925.

For Outstanding Service

By Lisa Aug, CFC Communications

CFC may not have as many ways as it needs to recognize and reward our staff for often thankless work, but we take full advantage of those we do have. Last week, Secretary Viola Miller publicly recognized the Quality Central Staff who earned ERA and ACE awards for performance above and beyond the call of duty.

"Opportunities to recognize our employees are very important for the Cabinet," Secretary Miller said. "We value our employees so highly."

One hundred and twenty-two Quality Central staff earned awards this year. ERA honorees received a one-time lump-sum payment equal to five percent of the midpoint salary for the pay grade. ACE honorees received an increase in base salary equal to three percent of the midpoint salary for the pay grade.

Secretary Miller acknowledged the greater attraction of ACE awards for the base salary increase, but noted the ERA lump-sum bonus is nothing to sneeze at. She also pointed out that the limited amount of award money goes further as ERA rather than ACE awards.

"I encourage supervisors to take more advantage of ERA awards to reward staff, especially for specific accomplishments."

Quality Central ERA recipients are:

Christopher Cross	Curtis Ehrmantraut
Edward Clayton	Greta Bean
Jane LeCompte	Jim Haggard
Lloyd Barkley	Mary Glasscock
Ron Kelien	Verona Dunn
Wanda Kinnaird	William Downey

Quality Central ACE recipients are:

Edwin Langford	Elizabeth Kendall
Andrew S. Bland	Victoria Greenwell
Margaret Husband	Carmen Johnson
Mary P. Burden	Scott Hampton
Mildred E. McLemore	Kristi T. Peavler
Julie Cubert	Laura Comley
Cheryl T. Thompson	Eric L. Barnes
Melissa A. Toy	Janice K. Kline
Robert D. Welch	Lora Woodard
Deborah Taylor	Brenda Bottoms
Helen Happy	Myra Jennings
Betty Ritchey	Carolyn Raymer
Jacqueline Melton	Renee Close
Cheryl K. Cooper	Ann McQuillen
Sherry Rigel	Carol Armstrong
James W. Bach	Sheila Hyatt
Linda Schroeder	Larry E. Doyle
Georgia D. Miles	Maxine Skeans

Harold Sayre
Michael Morrison
Nancy Turner
Billy Duncan
Danna Holobek
Carl Davis
Nola Brown
Jerry Perry
Diane J. Hemze
Stephen Jenkins
Janet Connor
Regina O'Brien
Angie Dorten
James Griffin
Vickie Sutherland
Kathy Wright
Christopher Simpson
Gary Conway
Tracy Campbell
Kenneth Cobb
Jackie Wells
Larry Ellis

Elizabeth Coleman
Michael Hamilton
Ellen Downey
Janet Quarles
Ruth A. Harrington
Nancy L. Speck
Glenda D. Lollie
Christine F. Disponete
Debra L. Murphy
Danny N. Collins
Wendi Dailey
Williard L. Phelps
Phyllis Woodson
Tommy Bowen
Robert Tillman
Louis M. McDowell
Alisa Washburn
James W. Brown
Elizabeth Moffett
Gwendolyn L. Lyles
Larry Snyder
James Kuhn
Gregory P. Bibb
Donald Bell
Charlotte Flynn
Marie Huckleberry Straub



Helen Happy, Program Support, accepts her ACE award from Secretary Miller.

Joann Wells
Sherry Moore
Frank Stewart
Ray McQuire
Lori D. Caldwell
Jean K. Evans
Bonnie Hertel
Georgia Ferrell
Betty West
Shirley Sharp
Charles Bowen
Frank Taylor
Mary C. Campbell
Verda Mattingly
Jason Cunningham
Kenneth Adelson
Gary Davis
Carol Harper
Gloria C. Roth
Sheila Alexander-Smith
Donald Sudduth
Daneen K. Chism
Helen J. Butcher
Josephine A. Toole
Connie Cottrell

Sick Leave Needs

John Downey, who works in the mailroom in the CHR Complex, is off work due to recent surgery on his leg. He expects to be off for at least six weeks. John's sick time has already been exhausted.

